



DEPARTMENT OF THE ARMY
HEADQUARTERS, 1ST INFANTRY DIVISION
500 HUEBNER ROAD
FORT RILEY KANSAS 66442-7000

REPLY TO
ATTENTION OF

CG Policy Letter 2-1

AFZN-SO

1 November 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Motorcycle, Moped, Motor Scooter, and All-Terrain Vehicle (ATV) Policy

1. REFERENCE:

- a. DODI 6055.4, DOD Traffic Safety Program, 20 July 1999.
- b. AR 190-5, Motor Vehicle Traffic Supervision, 8 July 1988.
- c. AR 385-40, Army Accident Investigation and Reporting, 1 November 1994.
- d. AR 385-55, Prevention of Motor Vehicle Accidents, 12 March 1987.

2. APPLICABILITY: This policy applies to anyone operating or riding on a motorcycle, moped, motor scooter, or ATV on Fort Riley. This policy also applies to all Fort Riley Soldiers operating or riding on a motorcycle, moped, motor scooter or ATV off post. In addition, this policy applies to all Department of Defense (DoD) civilian personnel in a duty status, on or off Fort Riley, and all persons in or on a DoD-owned motor vehicle. For the purpose of this policy Dirt Bikes are considered motorcycles.

3. GENERAL: Motorcycle, moped, motor scooter, and ATV operation is a high-risk activity. Far too many Soldiers, family members, and civilian employees continue to be injured in preventable accidents. We must all do everything we can to help motorcycle riders ride safely and responsibly. Soldiers injured in a motorcycle, moped, motor scooter, or ATV accident who are not in compliance with this policy may be found to be NOT in the line of duty, which could significantly affect their ability to receive compensation for their injury.

4. POLICY: This policy supersedes CG Policy Letter 06-01, dated 21 December 2005. All units will include this policy as part of their unit Safety Program. The contents of this policy will be briefed to all personnel and displayed on unit permanent bulletin boards.

a. Mentorship Program: Brigade, tenant activities, and non-divisional unit commanders, and the Fort Riley Garrison Commander will establish Motorcycle Mentorship Programs within their commands. The Mentorship Program is designed to enhance and encourage on-going rider education and skills development, foster

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camaraderie among riders and lead to the reduced potential of motorcycle mishaps. My intent is for this program to allow more experienced riders to train and mentor newer riders. The more experienced riders will serve as examples and role models for newer riders by emphasizing key motorcycle, dirt bike and ATV fundamentals, promoting adherence to the Army, installation, local and state regulations and laws, and enhancing an environment that is conducive to the transfer of valuable experience and knowledge from more experienced riders to new and less experienced riders. Commanders and civilian directors will appoint, as an additional duty, a motorcycle advisor with oversight responsibility of the mentoring program. The advisor will be a motorcycle operator of sufficient motorcycle experience (but not necessarily of higher grade or position) to effectively manage the mentorship program. The Installation Safety Office in partnership with these representatives will develop the Fort Riley Motorcycle Mentorship Program plan. This plan will provide guidance to the leadership on implementation of a consistent program post-wide.

b. Licensing: All motorcycles, mopeds, and motor scooters must be licensed and registered by appropriate civilian authorities for highway use in order to be operated on Fort Riley. In addition to the requirements below, if state or local laws require special licenses to operate motorcycles, mopeds, motor scooters, or ATVs those licensing requirements will apply on Fort Riley. Riders who hold only an instruction (learners) permit must be accompanied by an adult who has a valid Class M license and who is riding another motorcycle in the general proximity of the new rider. All military personnel who operate a motorcycle, moped, motor scooter, or ATV riding on or off-post will possess a Motorcycle Safety Foundation (MSF) or ATV Safety Institute (ASI)/Motorcycle Safety Foundation certification card prior to operating a motorcycle, moped, motor scooter, or ATV on or off-post. Civilian and contractor employees will possess a Motorcycle Safety Foundation (MSF) or ATV Safety Institute (ASI)/Motorcycle Safety Foundation certification card prior to operating a motorcycle, moped, or motor scooter, or ATV on post.

c. The Garrison Commander is delegated authority to grant exceptions to this policy pertaining to the requirement to possess an MSF certification card during special events or functions for Non-Resident Riders. This delegation authority does not release riders from the requirements of personal protective equipment and clothing.

d. Training: All motorcycle, moped, motor scooter, or ATV operators must attend training. Training will be provided free-of-charge to active duty personnel, family members, retired military personnel, Department of Defense employees, reservists and multi-year contract employees working on the installation of Fort Riley. Soldiers and DoD Employees will not be charged leave to attend this free training. Soldiers must register for the training through their Training and Schools NCO. The following training courses will be offered:

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(1) Basic Riders Course: This class is primarily for new motorcycle operators. However, the BRC is ideally suited for riders who have purchased a different motorcycle and seek training to become better able to operate the new machine. The BRC is also good for riders who have not ridden for some time and are returning to motorcycle riding, even if their BRC card is still valid.

(2) Experienced Rider Course: This class is for operators currently in possession of a valid state license with motorcycle endorsement, who have successfully completed the Basic Rider Course and have at least 6 months experience.

(3) All-Terrain Vehicles (ATV): Operators must complete an ATV Safety Institute ASI/MSF approved operator course or provide documentation of successful completion of course within the past 4 years.

(4) All motorcycle, moped, and motor scooter operators must successfully complete either the Motorcycle Safety Foundation Basic Rider Course (BRC), or the Experienced Riders Course (ERC), prior to operating or registering a motorcycle, moped, or motor scooter at Fort Riley. Validation of this training will be presented to Vehicle Registration before a registration decal will be issued. If courses have been completed somewhere other than Fort Riley, the operator will check with the Fort Riley Installation Safety Office (ISO), (785) 239-2514, to determine if the course is an approved course. Additionally, certificates older than 4 years will not be honored and the individual will be required to take refresher training.

(5) All Fort Riley personnel completing the Basic Rider's Course must complete the Experienced Rider's Course with the motorcycle they own/ride within 180-365 days after BRC completion. This provides riders time to gain experience before taking the ERC. Riders may attend ERC within less than 180 days after BRC completion provided the unit motorcycle mentor recommends the rider to the Installation Safety Office.

(6) ATV operators must complete a Safety Institute ASI/MSF approved operator course. For information concerning approved ATV operator course prior to operating, contact the Installation Safety Office.

(7) Soldiers and civilian employees who have not completed the BRC will be allowed to ride a motorcycle, moped, ATV, or motor scooter on Fort Riley for the limited purpose of attending the BRC provided that the Soldier or civilian employee: (a) has proof of registration for the course and proof of the date and time of the course; (b) has proper insurance; (c) has a valid Kansas learner's permit and is accompanied by an adult who has a valid Class M license and who is riding a motorcycle in the general proximity of the individual with the learner's permit; and (d) complied with all other safety requirements established by this policy. Soldiers and civilian employees riding under

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this exception will only be allowed to drive to and from the BRC until the Soldier or civilian employee successfully completes the training.

e. Refresher Training: Contact your schools NCO for forms and scheduled dates.

(1) Riders redeploying from a theater of operation must complete either the Basic Rider or Experienced Rider Course within 30 days of redeployment. Riders must undergo a "check ride" by a designated unit mentor in order to operate any vehicle covered under this policy prior to completion of BRC or ERC following redeployment.

(2) Riders owning an ATV or dirt bike will complete refresher training prior to operation upon redeployment.

(3) Riders returning from deployment on leave must undergo a "check ride" by a designated unit mentor before operating a motorcycle, ATV, moped, scooter or dirt bike while on leave.

(4) Refresher training is required not later than 4 years from the issuance date on the certification card for all riders.

f. Safety Equipment: Personnel operating a motorcycle, moped, motor scooter, or ATV, and passengers, on Fort Riley will wear complete personal protective equipment and clothing (PPEC). Operators must ensure passengers also comply with these PPEC requirements. Civilians must wear the same PPEC specified for Soldiers when operating or riding a motorcycle on Fort Riley. Soldiers must also wear PPEC off post. All other operators are strongly encouraged to wear complete PPEC off the installation. Required PPEC includes:

(1) Helmets: A U.S. Department of Transportation (DOT) approved helmet properly fastened under the chin.

(2) Eye Protection: Impact or shatter resistant eye protection, goggles, glasses or a full-face shield attached to the helmet. Fairing or windshield does not substitute as proper eye protection. Impact or shatter resistant eye protection is defined as any eyewear meeting the standards of the American National Standard (ANSI) Z87.1, practice for occupational and educational eye and face protection.

(3) Clothing and Footwear: Full-fingered gloves, long trousers, long sleeved shirt or jacket, and sturdy boots or over the ankle shoes.

(4) Visible Garments: High visibility outer upper garments must be worn during the day and retro-reflective upper garments (e.g. reflective vest/belt) must be worn at

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night (Sunset until Sunrise) and during periods of limited visibility. To qualify as "brightly colored," garments must be yellow, white, orange, red, light blue, fluorescent colors, neon colors, or pink. Outer upper garments must be clearly visible and not covered by a backpack or other obstructions. If a backpack covers up or blocks a significant portion of the high visibility clothing or reflective garment or vest, then an additional high visibility or reflective item will be placed on the outside of that pack/bag. Soldiers wishing to ride in their military uniform must wear a retro-reflective vest or reflective belt diagonally over the blouse of the uniform at all times (day and night).

g. Other Safety Requirements:

(1) The use of headphones or earphones is prohibited while operating a motorcycle, moped, motor scooter or ATV.

(2) Motorcycles, mopeds, and motor scooters must have two rear view mirrors (one mirror on each side) mounted on handle bars or fairings.

(3) Motorcycles, mopeds, and motor scooters must have headlights illuminated at all times of operation (both day and night).

h. Installation access authorities must deny access to anyone not wearing proper PPEC.

i. Leadership Responsibilities:

(1) Company/Battery/Troop/Detachment commanders will complete an individual Fort Riley Motorcycle/All Terrain Vehicle Operator's Contract (enclosure 1) for their Soldiers who operate vehicles addressed by this policy. Platoon leaders/sergeants will conduct inspections of motorcycles using the Motorcycle Safety Foundation TCLOCK inspection form (available from unit mentors and the Safety Office) prior to long weekends, holidays and leave/passes. First line leaders will ensure deficiencies are identified and corrected, and that Soldiers are aware of the consequences of improper operation, prior to permitting motorcycle, moped, motor scooter and ATV operation. First Line Leaders will actively communicate to assess and provide guidance to their Soldiers on activities involving motorcycles, mopeds, and ATVs using the "Under The Oak Tree" methodology.

(2) In the event of a motorcycle, moped, motor scooter or ATV accident that results in lost work time, partial or permanent disability or death, senior leadership will provide me an accident narrative that summarizes the facts and circumstances surrounding the accident within 12 hours so I can brief the FORSCOM commander within 24 hours of the incident. The accident review must include (a) the Soldier's duty

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status; (b) the Soldier's compliance with this policy letter; (c) the level of motorcycle safety training completed by the Soldier; (d) the Soldier's wear of PPEC; (e) how long the Soldier has owned or operated the vehicle; and (f) whether alcohol or drugs may have been involved in the accident and any other pertinent facts. The Soldier's senior leadership should be prepared to conduct a face-to-face briefing to me about the accident. Additionally an accident investigation officer will be appointed from outside the Soldier's chain of command. The investigating officer will conduct the investigation in accordance with AR 385-40, and provide findings and recommendations to the Battalion Commander and the Installation Safety Office (AFZN-SO) within 15 days of the incident.

(3) Commanders will require refresher training for motorcycle, moped, motor scooter, or ATV operators who are cited for two or more violations or who have an accident that incurs lost time, or who otherwise demonstrates a lack of self-discipline. Commanders will require the operator's NCO support chain to provide steps to mitigate their high-risk behavior. Commanders will comply with AR 190-5 regarding the revocation/suspension of Soldier operator privileges. The Garrison Commander may revoke/suspend civilian operator privileges IAW AR 190-5. Before revoked/suspended privileges are reinstated, individuals must retake the Motorcycle Safety Foundation, Basic Riders Course.

5. This policy is punitive. Violators are subject to punishment under Federal law and the UCMJ, and other appropriate administrative action to include found to be not in the line of duty. Consult with your Trial Counsel/Labor Counselor for assistance.

3 Encls

1. Motorcycle/ATV Agreement
2. Accidental Fatality Reports and Motorcycle/All Terrain Vehicle (ATV) Accident Reporting to the FORSCOM Commander
3. T-CLOCS Inspection Form


CARTER F. HAM
Major General, USA
Commanding

DISTRIBUTION:

A

Fort Riley Motorcycle/Dirt Bike/All Terrain Vehicle Operator's Contract

I understand that I am a Soldier 24 hours a day and the following actions are required for me to operate a motorcycle on- or off-post:

- ✓ I must register my motorcycle with the Fort Riley Provost Marshal.
- ✓ I must complete an Army approved motorcycle, dirt bike, and all terrain vehicle course.
- ✓ My personal protective equipment and Clothing (PPEC) will consist of a Department of Transportation (DOT) approved helmet (properly fastened under the chin), with Impact or shatter resistant eye protection, goggles or a full-face shield attached to the helmet, full-fingered gloves, a long sleeve shirt or jacket, long pants, sturdy boots or over the ankle shoes, and a high visibility garment for day and high visibility retro-reflective garment for night.
- ✓ PPEC also applies to any passenger.
- ✓ No matter what the state law is, I will always wear a DOT approved helmet.

I understand that failure to comply with Army regulations could result in my loss of motorcycle driving privileges. If I am involved in a motorcycle accident and I have violated any of the military regulations governing motorcycles, I could be held liable for all medical costs that I incur. Additionally, if I violate any of the requirements and sustain fatal injuries, my survivors could be denied military benefits.

I will always operate my motorcycle in a safe and disciplined manner.

Operator Signature Date _____

Squad/Section Sergeant Date _____

ISG Signature Date _____

Commander Signature Date _____

Handwritten signature



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ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GA 30330-1062

AFPE-SO

MAY 12 2006

**MEMORANDUM FOR Commanders, Major Subordinate Commands/Units
Reporting Directly to FORSCOM**

SUBJECT: FORSCOM G-1 Fatality Reporting

1. This memorandum establishes procedures for reporting critical information on all fatal accidents as directed by the Commanding General, US Army Forces Command. Commanders will ensure their units provide the following information:

- a. A short descriptive narrative of the accident, including the Soldier's complete unit address.
- b. Duty Status: Was the Soldier on/off duty or on leave/pass/temporary duty. The report will state whether the Automated Risk Assessment (ARMIS) was completed.
- c. In cases involving motorcycles, include if the Soldier was wearing a Department of Transportation approved helmet, had completed the Motorcycle Safety Course, possessed a valid license, and the ownership and post registration status of the motorcycle.
- d. Factors impacting the accident (i.e., speed, alcohol, licensing or training).
- e. Date the company commander completed the Commanders Safety Course.

2. Commanders will ensure the information outlined in this memorandum is provided to the FORSCOM Safety Office within 24 hours of the accident by e-mail at soima@forscom.army.mil or via fax to 404-464-6756. The FORSCOM G-1 Fatality Report is in addition to existing requirements for Serious Incident Reports (SIR) IAW AR 190-40 and Army Accident Reports IAW AR 385-40 and does not replace or cancel these requirements.

3. For additional information, contact Mr. Johnnie Allmer, COMM 404-464-6324, DSN 367-6324, or email johnnie.allmer@forscom.army.mil.


TROY F. GILLELAND, JR.
Acting Deputy Chief of Staff G-1

Encl 2

T-CLOCS Inspection Checklist

T-CLOCS ITEM	WHAT TO CHECK	WHAT TO LOOK FOR	CHECK-OFF	
T-TIRES & WHEELS				
Tires	Condition	Tread depth, wear, weathering, evenly seated, bulges, embedded objects.	Front	Rear
	Air Pressure	Check when cold, adjust to load.	Front	Rear
Wheels	Spokes	Bent, broken, missing, tension, check at top of wheel: "ring" = OK — "thud" = loose spoke	Front	Rear
	Cast	Cracks, dents,	Front	Rear
	Rims	Out of round/true = 5mm. Spin wheel, index against stationary pointer.	Front	Rear
	Bearings	Grab top and bottom of tire and flex: No freeplay (click) between hub and axle, no growl when spinning.	Front	Rear
	Seals	Cracked, cut or torn, excessive grease on outside, reddish-brown around outside.	Front	Rear
C-CONTROLS				
Levers and Pedal	Condition	Broken, bent, cracked, mounts tight, ball ends on handlebar levers, proper adjustment.		
	Pivots	Lubricated.		
Cables	Condition	Fraying, kinks, lubrication: ends and interior.		
	Routing	No interference or pulling at steering head, suspension, no sharp angles, wire supports in place.		
Hoses	Condition	Cuts, cracks, leaks, bulges, chafing, deterioration.		
	Routing	No interference or pulling at steering head, suspension, no sharp angles, hose supports in place.		
Throttle	Operation	Moves freely, snaps closed, no revving when handlebars are turned.		
L-LIGHTS				
Battery	Condition	Terminals; clean and tight, electrolyte level, held down securely.		
	Vent Tube	Not kinked, routed properly, not plugged.		
Lenses	Condition	Cracked, broken, securely mounted, excessive condensation.		
Reflectors	Condition	Cracked, broken, securely mounted.		
Wiring	Condition	Fraying, chafing, insulation.		
	Routing	Pinched, no interference or pulling at steering head or suspension, wire looms and ties in place, connectors tight, clean.		
Headlamp	Condition	Cracks, reflector, mounting and adjustment system.		
	Aim	Height and right/left.		
	Operation	Hi beam/low beam operation.		
Tail lamp/brake lamp	Condition	Cracks, clean and tight.		
	Operation	Activates upon front brake/rear brake application.		
Turn signals	Operation	Flashes correctly.	Front left Rear left	Front right Rear right
O-OIL				
Levels	Engine Oil	Check warm on center stand on level ground, dipstick, sight glass.		
	Hypoid Gear Oil, Shaft Drive	Transmission, rear drive, shaft.		
	Hydraulic Fluid	Brakes, clutch, reservoir or sight glass.		
	Coolant	Reservoir and/or coolant recovery tank — check only when cool.		
	Fuel	Tank or gauge.		
Leaks	Engine Oil	Gaskets, housings, seals.		
	Hypoid Gear Oil, Shaft Drive	Gaskets, seals, breathers.		
	Hydraulic Fluid	Hoses, master cylinders, calipers.		
	Coolant	Radiator, hoses, tanks, fittings, pipes.		
	Fuel	Lines, fuel valve, carbs.		
C-CHASSIS				
Frame	Condition	Cracks at gussets, accessory mounts, look for paint lifting.		
	Steering-Head Bearings	No detent or tight spots through full travel, raise front wheel, check for play by pulling/pushing forks.		
	Swingarm Bushings/ Bearings	Raise rear wheel, check for play by pushing/pulling swingarm.		
Suspension	Front Forks	Smooth travel, equal air pressure/damping, anti-dive settings.	Left	Right
	Rear Shock(s)	Smooth travel, equal pre-load/air pressure/damping settings, linkage moves freely and is lubricated.	Left	Right
Chain or Belt	Tension	Check at tightest point.		
	Lubrication	Side plates when hot. Note: do not lubricate belts.		
	Sprockets	Teeth not hooked, securely mounted		
Fasteners	Threaded	Tight, missing bolts, nuts.		
	Clips	Broken, missing.		
	Cotter Pins	Broken, missing.		
S-STANDS				
Center Stand	Condition	Cracks, bent.		
	Retention	Springs in place, tension to hold position.		
Side stand	Condition	Cracks, bent (safety cut-out switch or pad equipped).		
	Retention	Springs in place, tension to hold position.		

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